USAREC FY 2004 Training Guidance for the Army Family Team Building (AFTB) and Installation Instructions for the AFTB Software (Authorware)

HQ UNITED STATES ARMY RECRUITING COMMAND
FISCAL YEAR 2004
AFTB TRAINING GUIDANCE

Reference: USAREC Fiscal Year (FY) 2004 Command Training Guidance, 14 July 2003

1. This Annual Training Guidance (ATG) outlines the Commanding General's vision, philosophy and standards for the conduct of training. DEP/DTP Leadership and Sustainment is a training priority identified in the FY2004 ATG.

2. Army Family Team Building (AFTB) Levels I and II. AFTB is about mission and family readiness. AFTB helps empower Army families through personal and family preparedness training, which enhances overall Army readiness. AFTB helps families adapt to Army life by providing information about available resources. Our DEPs are the Army's newest soldiers. The information provided during AFTB Level I is ideally suited for DEP soldiers and their families as they go through the process of transitioning from civilians to members of the Army team.

3. Recruiters are expected to lead from the front. Recruiters must complete both levels to demonstrate the importance of this program to the Army's future soldiers. DEPs must to be informed of this valuable resource during DEP initiation. Recruiters are better able to inform DEPs of the importance of AFTB once they've completed Levels I and II.

4. The AFTB website is http://www.armyfamilyteambuilding.org/home.asp.

5. The point of contact regarding the AFTB training curriculum is Ms. Rose Tinker at 1-800-223-3735 EXT. 6-1080, Rose.Tinker@USAREC.Army.Mil.

Note: It is highly encouraged that all married DEPs, all DEP spouses and family members of DEPs complete AFTB Level I before the DEP ships to IADT.
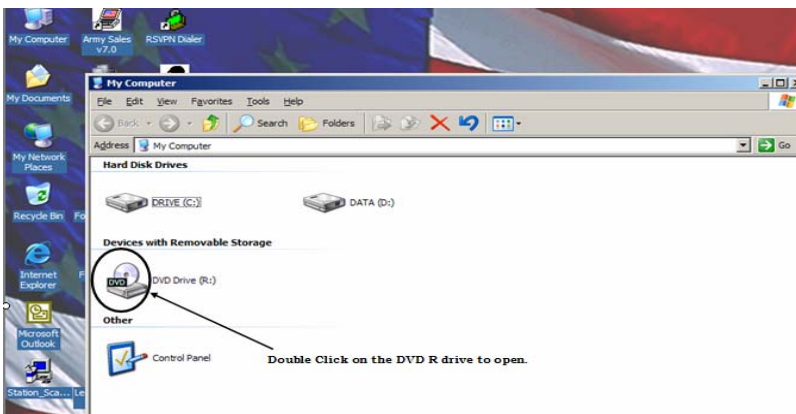
Step 01: Turn your computer on, login and insert the Authorware CD into the CD/DVD drive and close it.

**Step 02:** Double click on My Computer icon.
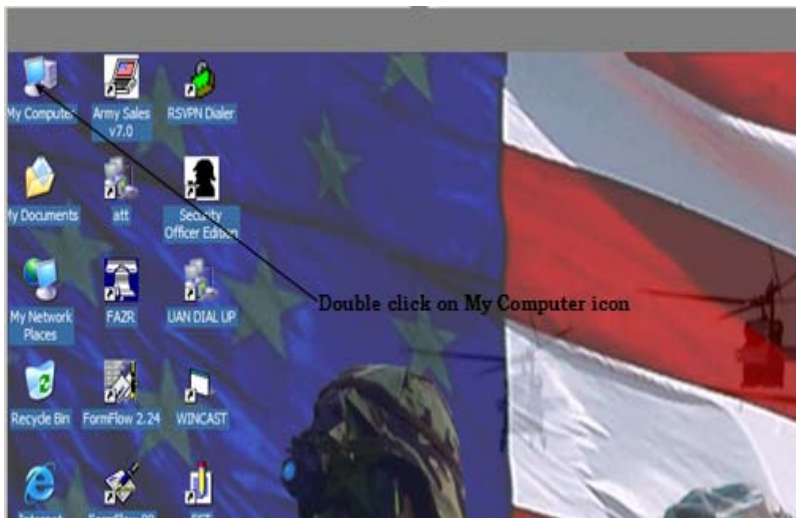
Step 03: Double click on the DVD Drive (R:) icon. If you see anything other then DVD Drive (R:), please contact the Customer Service Center (CSC) at 800.223.3735 ext. 1700 or 502. 626.1700 or DNS 536.1700.

Step 04: You should now see two windows, R:\ window in front. Single click on the "**AUTHORWARE_USER.exe**" icon from the R:\ window and it will highlight it.
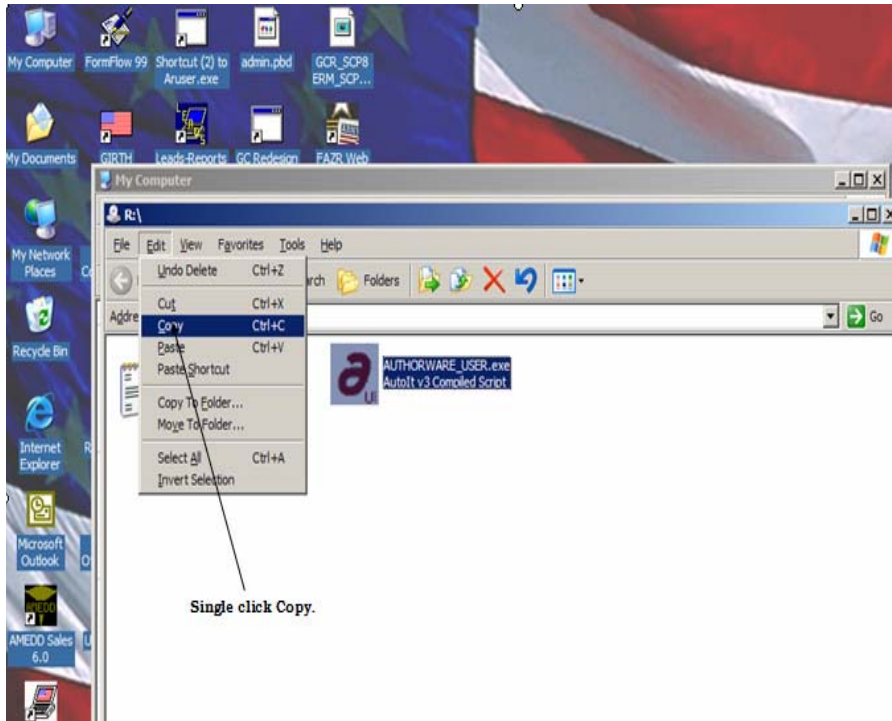
Attention: If you're using an A21M you will **not** see two windows. The R:\ window will be full screen. Single click on the "**AUTHORWARE_USER.exe**" icon and it will highlight it. Continue to step 5.
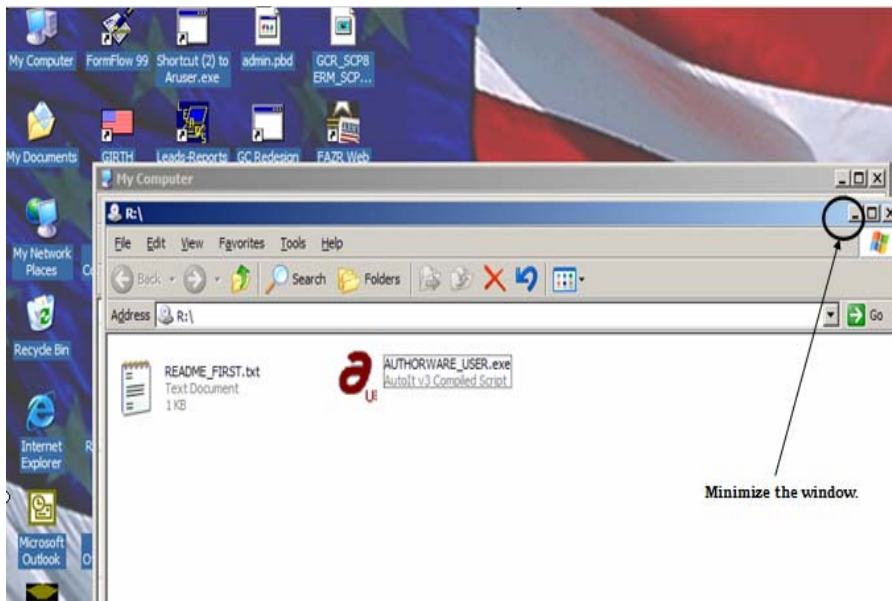

Single click on the AUTHORWARE_exe file to highlight it.
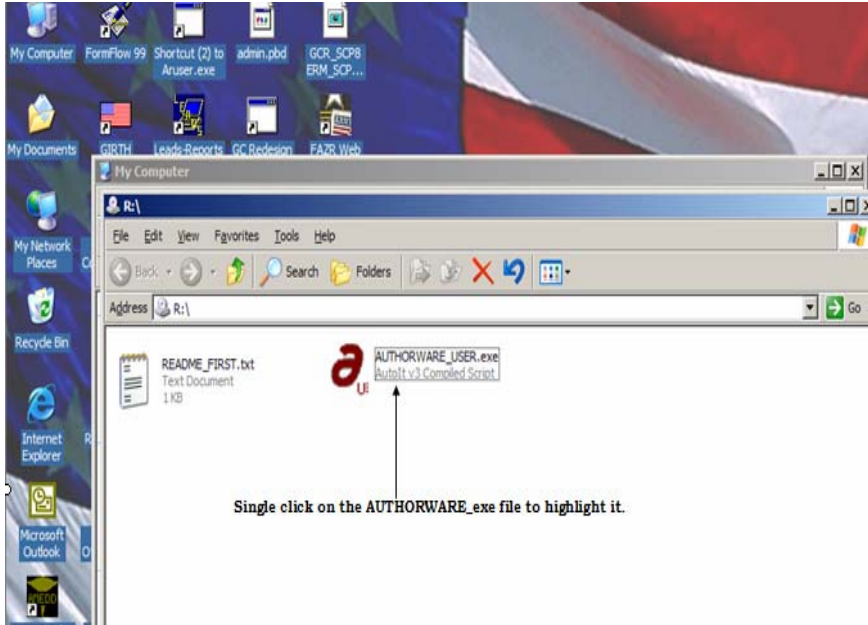
Step 05: Single click "Edit".
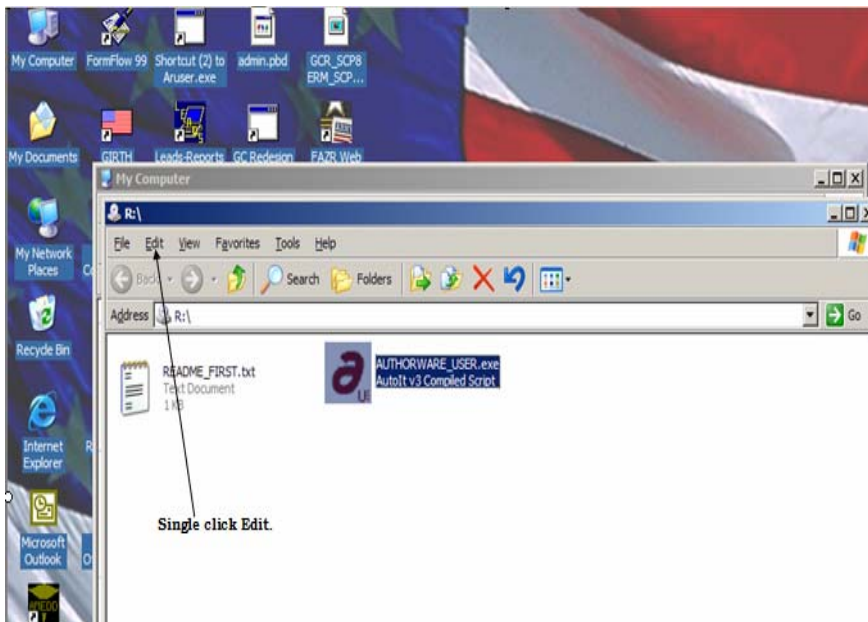
Single click Edit.

Step 06: Single click "Copy".
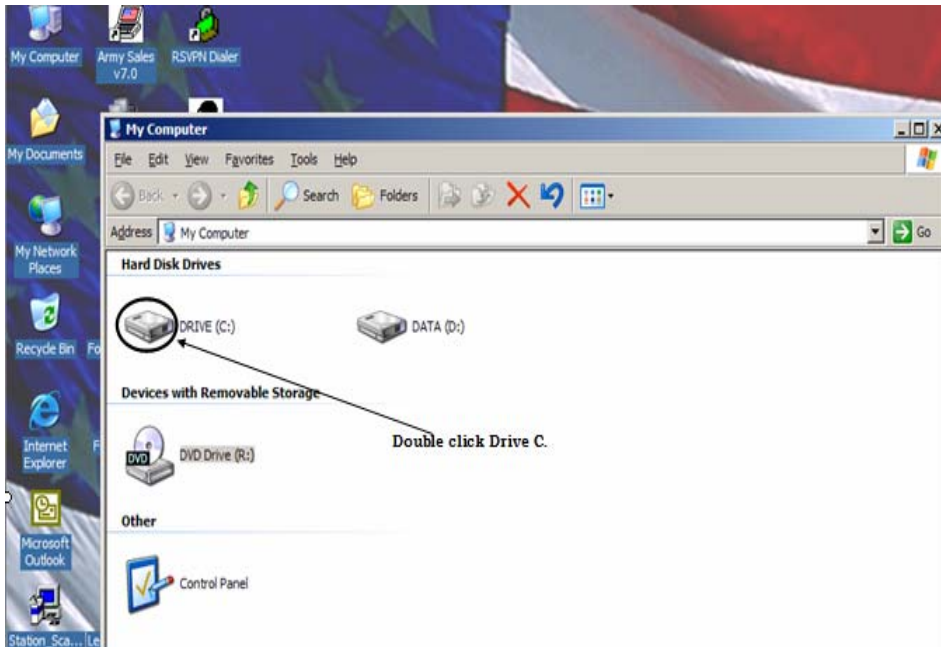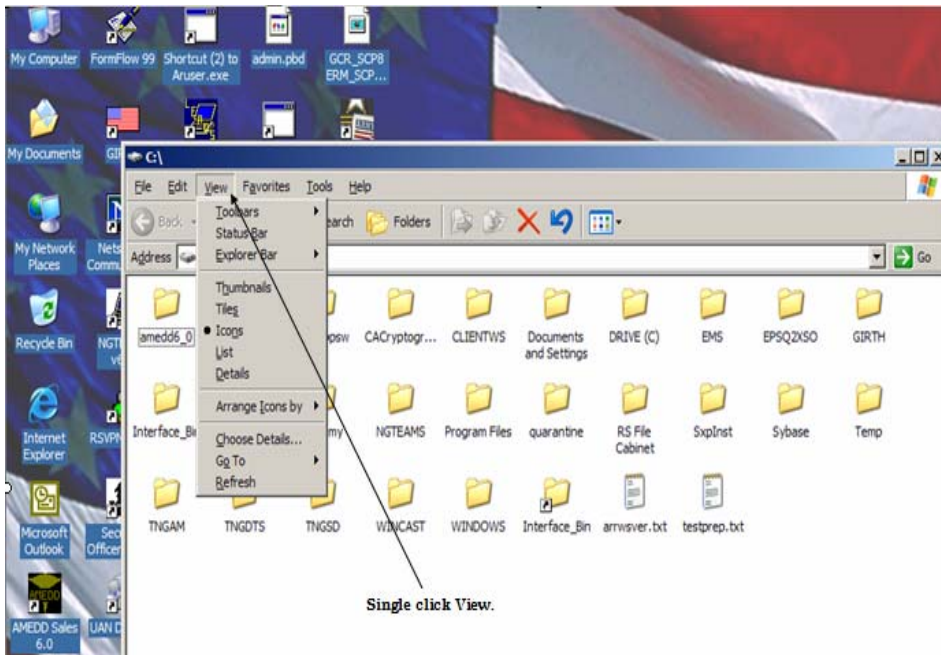

Single click Copy.

Step 07: Minimize the front window that has R:\ by single clicking on the minimize box in the right corner (see picture below).
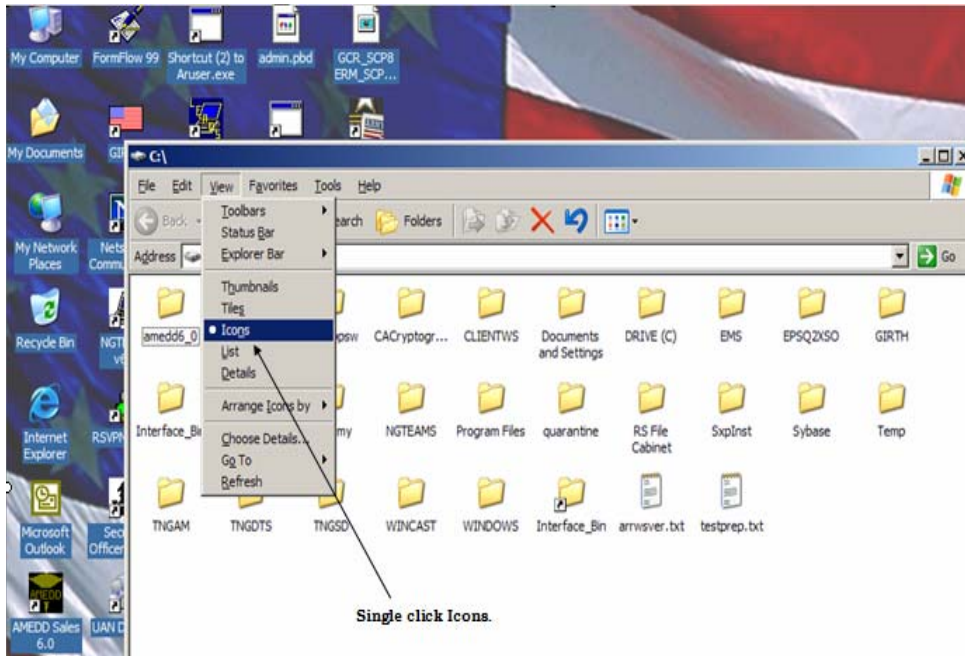

Minimize the window.

Step 08: You should now see the screen below that is "My Computer". Double click on the Drive (C:) icon.

Step 09: Single click "View".
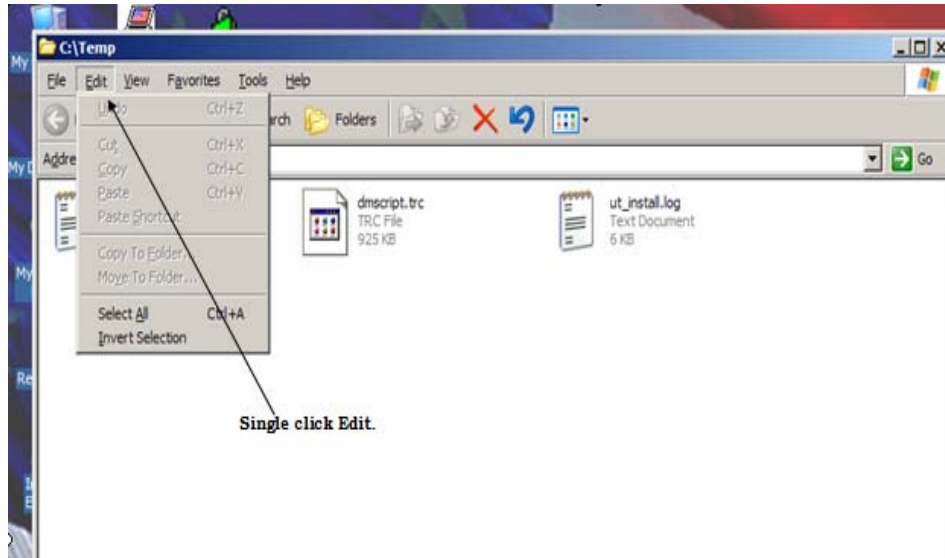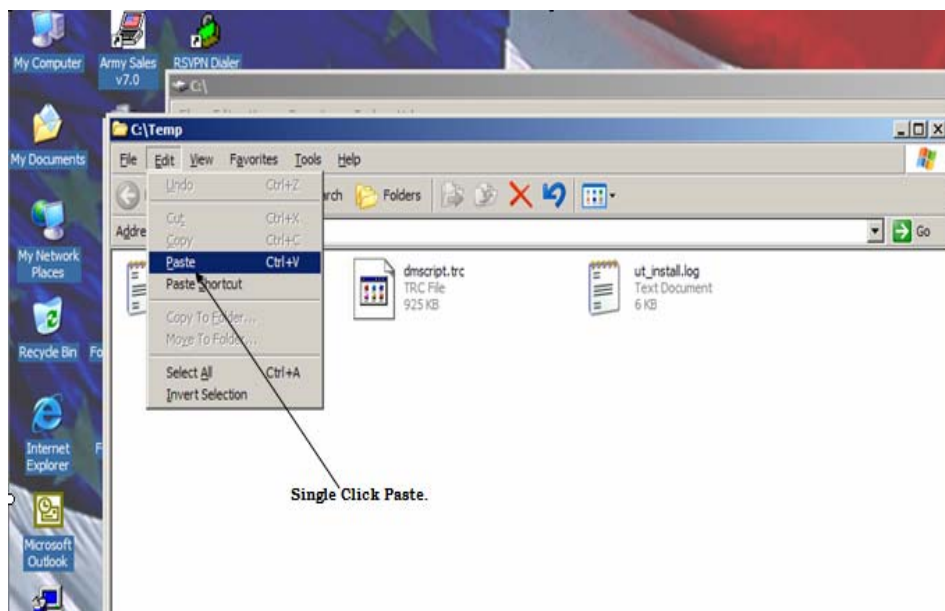
Step 10: Single click "Icons".

Single click Icons.

Step 11: Double click on "Temp".

Double click on Temp.
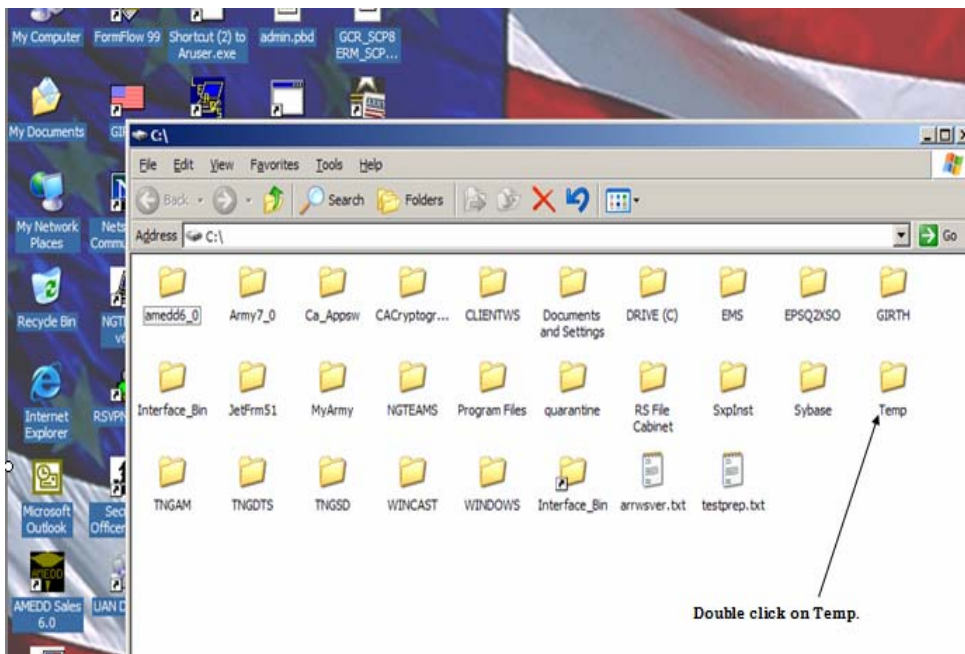
Step 12: Single click "Edit".
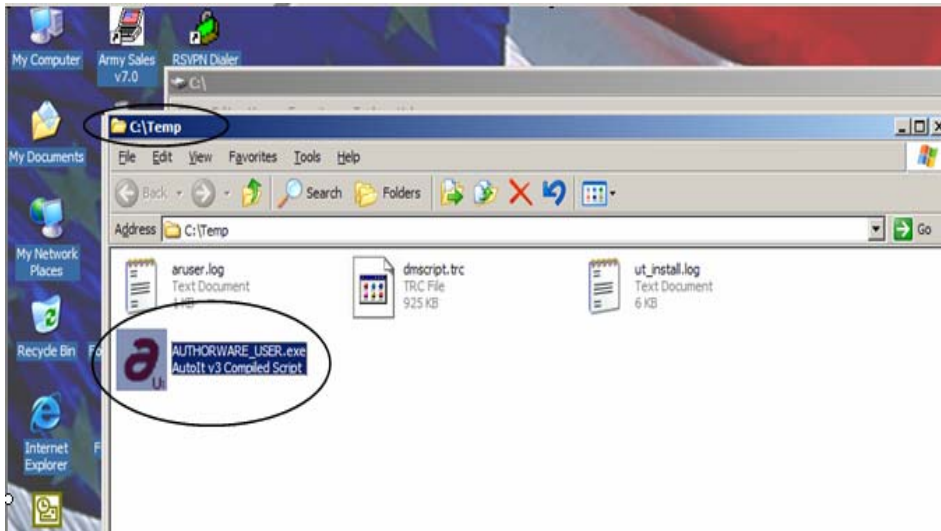

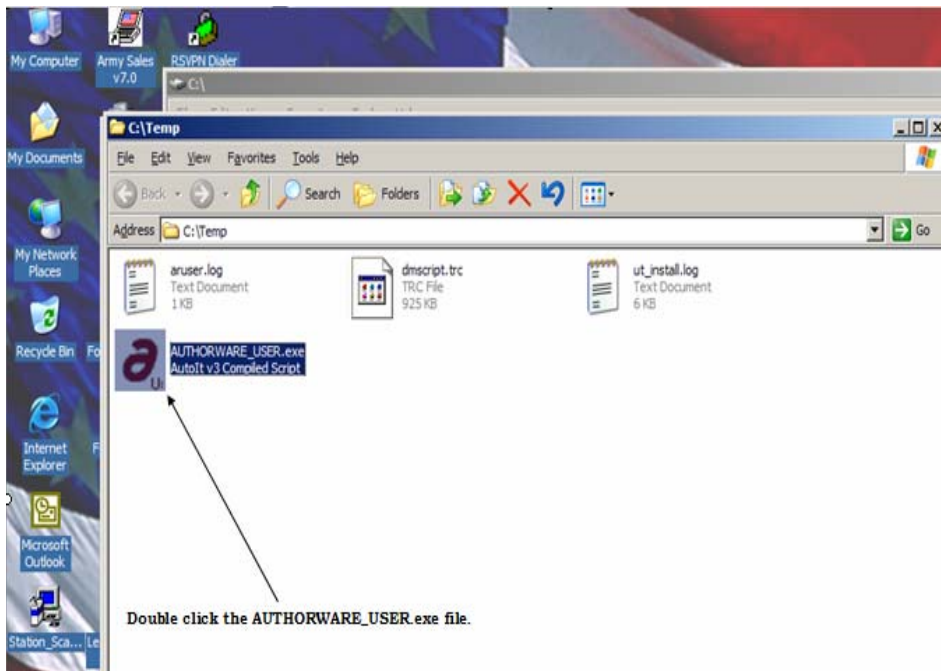Single click Edit.

Step 13: Single click "Paste".
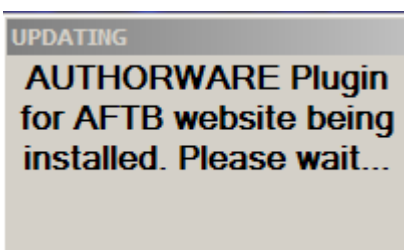

Single Click Paste.

Step 14: You should see the Authorware_USER.exe icon on the C:\Temp window.

Step 15: In the C:\ Temp window double click the "AUTHORWARE_USER.exe" icon.
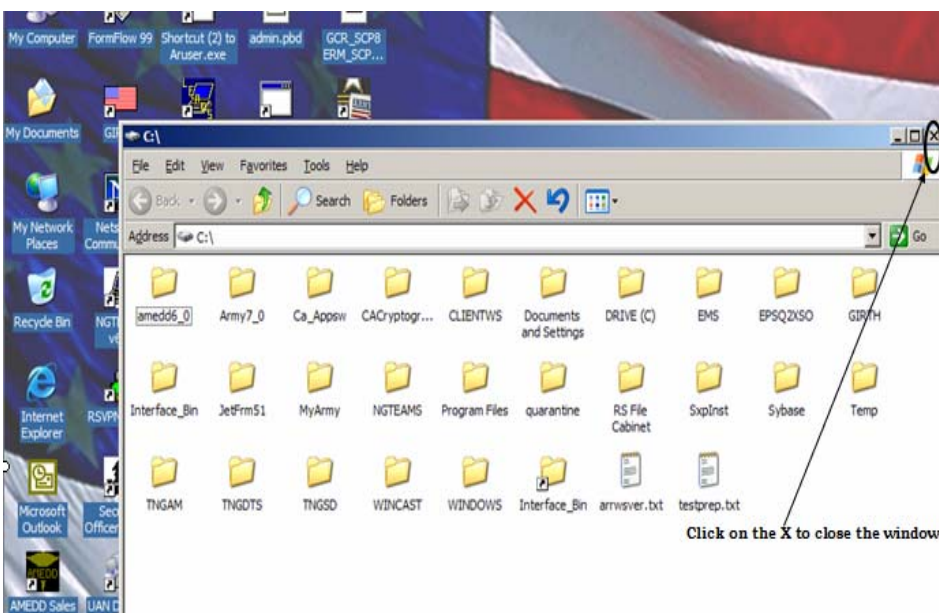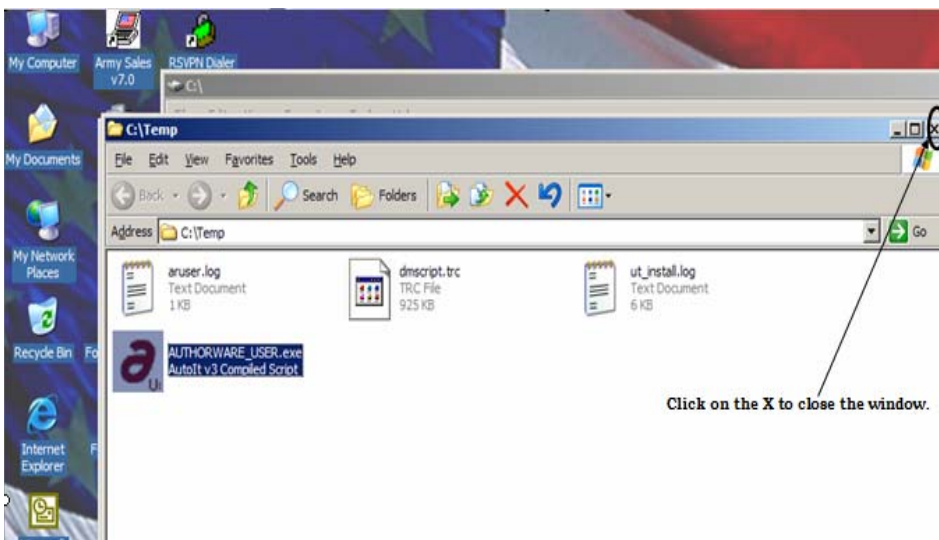

Step 16: This will initiate the software installation. You will see the following pop up window as the software installs.
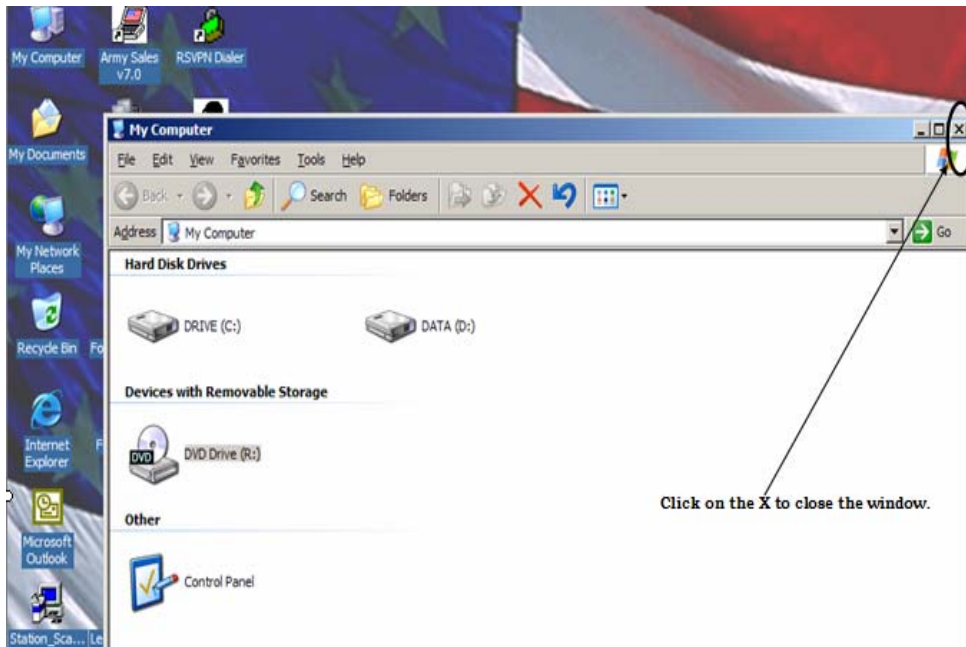
Step 17: You will see the following pop up message when the software has successfully installed. Single click the "OK" button.

Step 18: Single click on the **X** box in the corner of each screen, this is to close them.

Click on the X to close the window.

Step 19: Remove the Authorware CD from the CD/DVD Drive.

Step 20: Single click "Start" on your task bar.

Single click "Start on your task Bar.

Step 21: Single click on "Shut Down".

Step 22: Single click "Restart" from the drop down menu. The installation process is now complete.

Step 23: Refer to page 2 about AFTB for training guidance.

Note: Please contact the Customer Service Center (CSC) at **800.223.3735 ext. 61700** or **502.626.1700** or DSN **536.1700** if you have any questions or problems during the installation process.